

CONFIDENTIAL

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2. File DDP
Chie Flo

23 MAY 1962

MEMORANDUM FOR: Chief, Agency Archives and Records Center
THRU: CIA Records Administration Officer
SUBJECT: Issuance of Job Numbers for Retired Records

1. The Records Integration Division, []
[] has the responsibility for retiring inactive CS records and files and for retrieving for desk personnel upon request, documents and files previously retired to the Agency Records Center. In order to tighten the controls and to ensure against improper retirement of CS records classified into the CS records system, it is requested that the practice of issuing job numbers to DDP division and staff RMO's be discontinued. FI/D and TSD are excepted from this request.

2. It is further requested that [] be furnished with a block of job numbers (10 numbers) upon request, to issue to division and staff RMO's as necessary. Your cooperation in this matter will be appreciated.

[]
Chief, DDP/SG